



Kentucky Department for Libraries and Archives
Local Records Program

Grant Application

Please review *Local Records Grant Guidelines* and consult with your *Regional Administrator* before completing this form. Use extra sheets if necessary and attach three written, itemized, project bid proposals for each project section. Please send the completed forms to:

Local Records Branch
Kentucky Department for Libraries and Archives
P.O. Box 537
Frankfort, Kentucky 40602-0537

Part A: Contact Information

Applicant Name: Winston Meade
Applicant Title: Letcher County Clerk
Office Address: 156 Main Street
Whitesburg, KY 41858
Phone Number: (606) 633-2432
Email Address: winston.meade@ky.gov
Federal ID Number: 061-0865570

Part B: Project Summary

Total Funds Requested: \$ 6,500.00

Please provide a complete description of the proposed project. Describe the project scope and the anticipated finished product(s). Explain why these records were selected for preservation as well as their historical significance and relevance to the community. Provide proposed methods for handling the records to ensure they conform to generally accepted archival and records management standards. See the guidelines for additional examples and attach additional sheets, if needed.

The Letcher Co Clerk's office seeks to security microfilm/digitize approx. 700 plats. Additionally, this office is seeking funding for a new plat storage cabinet and new plat sleeves. The plats range from 1938-2018 and are in fair to excellent condition. These plats represent 81 plus years of land divisions and construction sites in our county. These plats are stored in the clerk's Office and accessed daily. Microfilming will ensure long-term security and digitizing will greatly improve public access and will reduce wear of these valuable records. This project will result is approx 8 rolls of security microfilm and approx 700 images which will be uploaded into the county's current imaging/indexing system. All work will be performed on-site by highly qualified professionals taking approximately 1-2 to scan and upload images. The filming will be performed by a KDLA certified microfilming vendor.



Kentucky Department for Libraries and Archives
Local Records Program

Plan of Work

Please list preferred project vendor(s) for each section, vendor addresses, and vendor phone numbers. (If not selecting lowest bid proposal, please attach a justification.)

Section 1

Vendor Name: Kofile Technologies
Vendor Address: 6300 Cedar Springs Road
Dallas, TX 75235
Vendor Phone and Email: (706) 499-0145 / brad.crane@kofile.us

Purpose: Security Microfilming ☒ Digitization ☒ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
<i>Microfilm and Digitize Plats</i>	<i>1938-2018</i>	<i>L1329</i>	<i>\$2,400</i>
Diazo Cost for <u>NA</u> Copies			NA
Quality Control (Add 12.5% of the microfilming cost)			\$300
Total Cost			\$2,700

Section 2

Vendor Name: Courthouse Computers Systems
Vendor Address: P.O. Box 9393
Chapel Hill, NC 27515
Vendor Phone and Email: (919) 929-1225 / chuck@courthousecomputersystems.com

Purpose: Security Microfilming ☐ Digitization ☐ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☒
(Select all that apply)

Records	Date	Series	Cost
<i>Plat Cabinet</i>	<i>N/A</i>	<i>N/A</i>	<i>\$3,800</i>
Diazo Cost for _____ Copies			NA
Quality Control (Add 12.5% of the microfilming cost)			NA
Total Cost			\$3,800

****Please Attach Additional Sections, if needed.****



**Kentucky Department for Libraries and Archives
Local Records Program**

Commitment of Local Government:

Explain the local government's commitment to a comprehensive records management program (appropriate disposition of records, designation of a records officer, and training of records personnel in records management techniques). Please detail how your office will commit resources to this project (adequate office, storage or working space; personnel; supplies; equipment; or a monetary contribution).

The Letcher County Clerk's office is committed to a comprehensive records management program.
We work closely with our Regional Administrator, Jack Arnold on records management activities,
in the development of grant applications, best practices and new technologies. We use both the
General Schedule for Local Governments and the County Clerks Records Retention Schedule.
We are committed to this grant project and will provide the office space and staff time to complete
this project and staff will ensure and inspect all aspects of this project from start to completion.

Are these records stored in secure, fire resistant facilities? If no, please explain how the project will safeguard the records in questions.

Yes ☒ No ☐

Is access to these records in compliance with the state's Open Records Law (KRS 61.870-876) and in an area with proper security and supervision? If no, please explain how this project would ensure compliance.

Yes ☒ No ☐



**Kentucky Department for Libraries and Archives
Local Records Program**

Part C: Project Outcomes

1. How will this project ensure the preservation of and/or increase public access to these records? What benefit will this project be to your agency and community? How will you disseminate information about this project and its outcomes to the public?

This project will ensure the preservation and access to over 700 plats and will provide appropriate and secure storage as well. These records are accessed by both the public and staff daily which causes great harm from wear overtime. This grant will ensure that these valuable county records remain available to the public and this office in perpetuity. Additionally, microfilm copies of these records will be stored at the KY Dept for Libraries and Archives security vault. We will notify our local media to further inform our community if awarded.

2. Did you consult with your Regional Administrator while completing this application? Yes ☒ No ☐
3. Can these records be removed from the office during the project? Yes ☐ No ☒ N/A ☐

4. In what format do these records exist? Select all that apply.

Paper ☒ Electronic Files ☐ Microfilm ☐ Microfiche ☐ Aperture Cards ☐

Other: _____

5. Can this project be completed within a single grant cycle (18 months)? Yes ☒ No ☐
(grant cycle for Salary grants is 48 weeks)

6. Additional information/comments:



Kentucky Department for Libraries and Archives
Local Records Program

Part D: Certification

Statement regarding expenditure of funds: The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.

Statement regarding archival and records management policies and procedures: The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

Statement regarding project status and financial expenditure reporting: The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis

Statement regarding the Americans with Disabilities Act: The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request by the Department, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.


Authorized Local Government Official

Terry Adams County Judge
Typed or Printed Name and Title

3-14-2019
Date


Official Custodian of Records

Winston Meade County Clerk
Typed or Printed Name and Title

3-14-19
Date



WINSTON MEADE
LETCHER COUNTY CLERK
156 MAIN ST STE 102
WHITESBURG, KY 41858
PHONE (606) 633-2432
FAX (606) 632-9282

INVITATION FOR BID PROPOSAL

The Office of the Letcher County Clerk is applying for a Kentucky Local Records Program grant and is now accepting bid proposals for services/equipment/supplies.

Special Conditions

1. Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky Department for Libraries and Archives, or from offerers who use certified laboratories to process their microfilm.
2. Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.
3. Copies of digital images created as a result of this project must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.
4. Offerers will supply all required diazo copies to the Kentucky Department for Libraries and Archives of any microfilm created as a result of the project once the primary copy has cleared quality control.
5. Roll microfilm used in this project must be polyester based.
6. Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.
7. Grant funds may be expended for initial quality control costs. Costs accrued from additional quality control services will be the sole responsibility of the offerer.
8. Offerers for services must make an on-site examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the on-site examination was made.
9. Clarification of terms, descriptions, conditions or specifications for equipment/supplies is the sole responsibility of the offerer.
10. Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offerer is making a proposal, and a total cost of all sections bid on.
11. Offerers must provide services or materials within the term of the grant following the beginning of the FY2020 and subsequent availability of state funds.
12. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated.
13. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
14. Written proposals must be received no later than February 15, 2019 to be considered.

Winston Meade Clerk
Signature/Title

Winston Meade
Printed Name

1-31-19
Date

Attachment

Letcher County Clerk

January 31, 2019

Security Microfilm/Scanning Specifications:

Section I

Scan plats, security microfilm plats in 35mm using polyester-based film, in comic mode according to blipping instructions in the memo dated October 8, 1990, upload scanned images to the current electronic indexing/imaging system and marry/link images to current system index:

- Plat Cabinet 1: Approximately 300 Plats (1938-1999) – City of Whitesburg - Cook
- Plat Cabinet 2: Approximately 369 Plats (2000-2018) – Ingram- Cook

Total: Approximately 700 plats (L1329)

NOTE: It is the sole responsibility of the prospective bidder to evaluate volume conditions, sizes, sheet/page counts, images and any other aspect of this bid not explicitly expressed in these specifications.

Bids must be returned to this office by February 15, 2019

IF YOU DO NOT WISH TO BID, PLEASE SUBMIT A NO BID.

If you have any questions, please contact:

**Carla Smith
Letcher County Deputy Clerk
156 Main Street
Whitesburg, KY 41858
Phone: (606) 633-2432
Email: Carla.smith@ky.gov**



PROJECT PRICE QUOTE

Please note that all pricing is valid for the inventory herein for 90 days. This price includes loading the finished images into the Premiere System in use by the Letcher County Clerk's office. Pricing is based on filming being conducted in Kofile's Norcross office.

There is a \$1,500.00 fee for images to be imported into the Premier Application System. Said images must be provided in the proper format for the application. However, Kofile will waive the \$1,500.00 import fee if awarded this bid.

LETCHER COUNTY, KY SCANNING AND MICROFILMING FOR PLATS								
PLAT SERIES/TITLE	PLAT CABINET	DATE	PAGE COUNT	PRICE PER IMAGE FOR 35MM FILM	PRICE PER IMAGE	SCANNING PRICE PER PLAT	TOTAL PRICE FOR SCANNING	LINE ITEM TOTAL
City of Whitesburg-Cook	1	1938-1911	331	\$0.65	\$215.15	\$4.00	\$1,324.00	\$1,539.15
Ingram-Cook	2	2000-2018	185	\$0.65	\$120.25	\$4.00	\$740.00	\$850.25
TOTAL					\$335.40		\$2,064.00	\$2,399.40

COUNTY ACCEPTANCE

Please note that pricing is based on a Good Faith Estimate of page counts. Billing will occur on actual page counts per the applicable unit pricing.

Signature of Authorized County Representative

Title

Date

Records receive the following services as appropriate. General treatments and services are outlined below, and services are tailored to the needs of the specific item.

(IM) Archival Imaging—Capture, Processing, & Enhancement

- Capture images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and illegibility. Gray-scale ensures optimum resolution for each page.
- Images accumulate as Group IV bi-tonal images in a standard PDF or TIFF format.
- If applicable, images are optimized and scaled for system output.
- Images are named (tagged for the directory file structure) by Book, Volume, and Page (or other identifiers).
- When multiple documents (Deeds, Birth Record, etc.) exist on a single page, images are split so that each document is viewable individually. In the case of Vitals, this service incurs additional charges.
- Images are grouped (stapled) together to form documents. Cases are grouped and indexed to form documents by case number.
- If requested, annotations are supported to allow the electronic addition (either custom or Book/Volume/Page) on the re-created image to assist in recording keeping. This service is not applicable to Vitals.
- Effectiveness and minimum legibility are verified through rigorous and systematic quality control. Each image is certified and sight-checked to ensure there are no missing pages, double feeds, and to account for "A" pages (added to the original).
- The County receives a MASTER (e.g., CD, DVD, fip, flash drive) in a medium suitable to the project size.



P.O. Box 9393
Chapel Hill, NC 27515

Bid Response

February 15, 2019

Prepared For:

Winston Meade
Letcher County Clerk
156 Main Street STE 102
Whitesburg, KY 41858

Thank you for allowing us to submit a bid proposal for your Microfilm/Scanning project. We look forward to partnering with your office to increase the accessibility of your Plat records as well as to protect the integrity of these records with security microfilm.

Section I – Security Microfilm/Scanning

The 669 Plats will be scanned in color for upload into the current electronic indexing/imaging system. The images will be provided as both single-image TIFF files and PDF files. Files will be named based upon the industry standard naming convention where each filename will be labeled to match the plat page or slide number. Files will be grouped into one folder per cabinet.

The scanned images will be converted to 35mm polyester-based security microfilm in comic mode according to blipping instructions in the memo dated October 8, 1990.

Onsite Inspection Conducted 2/1/2019

Cost of \$6.50 per plat

Total Cost: \$4,348.50

Optional Service

Courthouse Computer Systems is willing to stage the images in a website provided free of charge for up to two years. This website will allow the County Clerk (along with any permitted members of the public) to search the plat index and link to the plat images while awaiting upload into the current electronic indexing/imaging system.

Sincerely,

A handwritten signature in cursive script that reads 'Chuck Roederer'.

Chuck Roederer

US★Imaging

February 15, 2019

Winston Meade, County Clerk
Letcher County
156 Main Street
Whitesburg, KY 41858

On February 12, 2019, I visited your office to perform an on-site examination of the Plats to be scanned. On behalf of US Imaging, I am pleased to submit the following proposal to scan Plats for the Clerk's Office on-site and archive the digital images to quality 35mm microfilm for Letcher County.

US Imaging has been a Fuji and Kodak certified microfilm lab for 42 years and has been archiving digital images to microfilm since 1997. Our lab meets and exceeds all ANSI, AIIM, ARMA, PRIA, IGO and State specifications. We will ensure that film created meets or exceeds all State and ANSI standards for resolution, density and archival quality. We currently archive over 25 million digital images per year to microfilm and have worked with 374 County Clerks and Recorders for their archiving needs.

Our team will provide the County with an unparalleled combination of county expertise, proven processes and state of the art technology to provide the highest quality images and indexes possible. US Imaging understands the scope of work required, the critical success factors, and the County's goals. US Imaging has become America's premier County Conversion Service for the following reasons:

- **Experience** – We have been in the imaging business for 42 years and have successfully served over 710 Counties nationwide. We are the only scanning vendor in America that exclusively serves Counties.
- **3 Stage Process** – Our unique 3 stage process allows us to provide the highest quality at the lowest price while providing the County with complete control over the image quality and project budget.
- **Stage 1: On-Site Scanning** – County Records are irreplaceable and extremely valuable; therefore, we scan all media on-site. If space is not available 24/7 inside the County facility, we have 2 custom built scanning trailers that allow us to scan safely and securely on County property.
- **Stage 2: Inspect, Group & Index** – 100% of the images are inspected for legibility, grouped together as documents and indexed.
- **Poor Quality Reporting** – 100% of the images are inspected two times as 12" x 16" images on 20" portrait monitors for legibility. We will provide a detailed report of Book-Page # or Document-Page # and the reason that it has been reported as poor quality: too light, too dark, blurry, A Page, retake, missing, etc.
- **Stage 3: Image Enhancement** – US Imaging can adjust the poor contrast of an entire roll, splice, book, jacket, aperture card, document, page or any specific area on a page to provide the most legible images possible.
- **Image & Index Formatting** – US Imaging has export formats for every County Imaging system on the market.
- **Guaranteed Quality** – If a County is ever unsatisfied with any image or index, we will correct it for free.

We appreciate the opportunity to present our services and look forward to working with you. If you have any questions, please call (615) 630-3604 or e-mail klegate@us-imaging.com.

Sincerely,



Kimberly LeGate
Customer Service Manager
US Imaging, Inc.

400 S. Franklin Street • Saginaw, MI 48607
Phone: (989) 753-7933 • Fax: (800) 517-4293

Phase 1: Estimated Investment to Scan & Archive 1938-2018 Plats (L1329) On-Site

Plats (24"x36")

		Plats, 2 Cabinets - 369 Sleeves	=	369 Sleeves
369 Sleeves	@	25 Sleeves Scanned per Hour	=	15 On-Site Hours
269 Sleeves	@	1 Plat per Sleeve	=	269 Plats
100 Sleeves	@	5 Plats per Sleeve	=	500 Plats
769 Images	@	15% With Reversed Polarity	=	116 Polarity Reversal
769 Images	@	25% Poor Quality Pages	=	193 Poor Quality
15 Hours	@	22 Hours Per Day with 24 Hour Access	=	1 On-Site Days
769 Images	@	400 Images Per Gigabyte for JPEG Images	=	2 GB for JPEG's
769 Images	@	4,000 Images Per Gigabyte for TIFF Images	=	1 GB for TIFF's

Stage 1

				Required
1 Trip	@	\$1,250.00 Travel & Setup for On-Site Scanning	=	\$1,250.00
1 Day	@	\$250.00 Per Day On-Site with 24 Hour Access	=	\$250.00
369 Sleeves	@	\$4.00 Per Sleeve to Scan 300dpi Color JPEG	=	\$1,476.00
369 Sleeves	@	\$0.05 Per Sleeve for On-Site Content Inspection	=	\$18.45
500 Images	@	\$0.30 Per Image to Extract Individual Plats	=	\$150.00
769 Images	@	\$0.05 Per Image to Convert JPEG to B&W TIFF	=	\$38.45
2 Drives	@	\$150.00 Per USB Drive, Copying & Backup	=	\$300.00
1 Shipment	@	\$25.00 Per USB Drive Shipment, UPS Ground	=	<u>\$25.00</u>

Stage 2 & 3

769 Images	@	\$0.10 Per TIFF to Remove Excess Borders	=	\$76.90
769 Images	@	\$0.10 Per TIFF to Inspect & Report Quality	=	\$76.90
769 Images	@	\$0.02 Per TIFF to Sequentially Number Pages	=	\$15.38
116 Images	@	\$0.50 Polarity Reversal	=	\$58.00
193 Images	@	\$1.00 Per TIFF to Enhance & Replace Poor Quality	=	\$193.00
1 Drive	@	\$150.00 Per USB Drive, Copying	=	\$150.00
1 Shipment	@	\$25.00 Per USB Drive Shipment, UPS Ground	=	<u>\$25.00</u>

Digital Image Archiving

769 Images	@	\$0.50 Per Image to Archive to 35mm x 100' Microfilm	=	\$384.50
2 Rolls	@	\$20.00 Per Diazo Duplicate Roll	=	\$40.00
1 Shipment	@	\$25.00 Per Microfilm Shipment	=	<u>\$25.00</u>

Total Investment = \$4,552.58



A PROPOSAL TO SCAN AND SECURITY MICROFILM PLATS IN THE LETCHER COUNTY CLERK'S OFFICE

DRMS, Inc. will digitize and security microfilm plats in cabinets one and two and submit the microfilm to KDLA for Quality Control and Evaluation. DRMS, Inc., will provide the Letcher County Clerk's Office digital images of the plats to be integrated onto its imaging system.

Digitize and Security Microfilm the Following:

700	Plats in Cabinets #1 and #2	\$ 4,500.00
	Document preparation	\$ 1,598.00
	Travel and Per Diem Expenses for On-site Scanning	\$ 3,717.00
	Two (2) rolls of 35mm X 131' security microfilm	\$ \$72.00
	Writing Security Microfilm	\$ \$159.00
	Developing Security Microfilm	\$ 50.00
	Quality Control and Evaluation	\$ 159.00
	TOTAL COST FOR PROJECT	\$10,225.00

Acceptance:

Your acceptance of this proposal constitutes our entire agreement. Proposal is good for 90 days.

Client Signature

Date

Letcher County Clerk's Office
Title

1400 Husbands Road
PO Box 7256 Paducah KY. 42002-7256
270-443-1610

Courthouse Computer Systems

**P.O. Box 9393
Chapel Hill, NC 27515**

2/8/19

Winston Meade
Letcher County Clerk
Whitesburg, KY 41858

Dear Winston,

Thank you for allowing us to submit a bid proposal for your plat cabinet. We look forward to working with you to protect your county's records.

- 1 200U Plat Cabinet holding 200 plats in zippered envelopes with shipping, delivery and installation. Special Grey color

Total Cost \$3500.00

For a No.200 with sides and door add \$ 300.00 more for Total of **\$3800.00**

Thanks,


Chuck Roederer

Ron Cooper Co.

P.O. BOX 609
GRAYSON, KENTUCKY 41143-0609

Phone (606) 474-8716
Fax (606) 474-8883
Toll Free (800) 726-6064

Winston Meade
Letcher County Clerk
136 Main Street
Whitesburg, KY 41858

February 15, 2019

Dear Mr. Meade,

Thank you for the opportunity to provide you with a price quote per your bid request. The price is listed below.

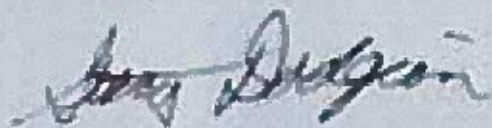
Bid Proposal:

1 Flat Cabinet Combo Unit (Model 200) with hangers capable of holding 200 - 24" x 36" plates. The color of the cabinet is a special order color: Grey. The combo unit includes 100 Zippered Pencil Envelopes. The price for the combo unit is: **\$4,690.00**. This price includes shipping, handling, freight, delivery and installation/set-up.

This price quote includes standard numbering. If special numbering is required please let me know so I can make any adjustments needed to the bid price.

If you have any questions, please feel free to call or email me with any concerns.

Sincerely,



Stacy Dodgion, President
RonCooperCo@gmail.com



Donna Rose Co., Inc.
QUOTATION

To: Letcher County Clerk
At: Carla Smith

Date: February 11, 2019

We are pleased to submit the following estimate for your consideration:

Description	Unit Price
1-#200 Plat Cabinet combo with 100 Regular Plat Cabinet perma envelopes with zipper, 24" x 36", numbered standard. 45 1/4"H-29"W-27"D. Price includes standard color Mist Green	Combo \$3,500.00 Freight = \$400.00 Total bid of \$3,900.00 Mist Green
For special color of Gray, must furnish paint chip and Not guaranteed to be exact.	Add \$630.00 for paint match.=\$4,530.00
Customer is responsible for inspection of damage upon delivery before driver leaves.	

P.O. Box 127, Keene, KY 40339 * 859.224.0383 * Fax 859.224.0381

Thank you,
Submitted by: Donna Rose, 
Quote good for 30 days.